

WELCOME ABOARD

Welcome to the Naval Reserve Professional Development Center. A shore activity under the organizational control of Commander, Naval Reserve Force, we provide training annually to more than 2,500 Navy personnel, Active Duty and Reserve, throughout the United States. The command exists to train Full Time Support and Selected Reserve Personnel in all areas of Naval Reserve Force activities, administration and leadership. We not only conduct courses in New Orleans, but offer selected courses at various off-site locations.

During your stay here, you will undergo intensive classroom training in a course we constructed to enhance your military and professional skills. Your instructors are professionally trained graduates of Navy Instructor Schools and are experts in their fields of instruction. They will be using a variety of instructional techniques to ensure each class is informative and interesting. Classroom periods will normally be a combination of illustrated lectures, skill demonstrations and practical application. Note-taking sheets are furnished containing necessary references plus an outline of the instructor's presentation.

It is our overall objective to encourage each student to maximize their potential. Please feel free to seek assistance from your instructor or any staff member concerning any problem you may encounter. **WE ARE HERE TO SERVE YOU. Good luck and study diligently. WELCOME ABOARD!**

A. FORD
Commander, U.S. Naval Reserve
Commanding Officer

SECTION I. NAVAL RESERVE PROFESSIONAL DEVELOPMENT CENTER

CHAIN OF COMMAND

COMMANDING OFFICER: CDR A. FORD

EXECUTIVE OFFICER: LCDR K. Emmel

COMMAND MASTER CHIEF: AVCM(AW) J. Marlett

LEAD INSTRUCTOR: _____

INSTRUCTORS: _____

CLASS LEADER: _____

CLASS CONVENING DATE: _____

CLASS GRADUATION DATE: _____

TELEPHONE

Command - COMM: (504) 678-2231
DSN: 678-2231

CDO Pager - EMERGENCY ONLY (504) 830-9037
OOD Pager - EMERGENCY ONLY (504) 830-8893

FAX - COMM: (504) 678-2623

Central - COMM: (504) 678-2252
Billeting DSN: 678-2252
Office

NAVSUPPACT OOD - COMM: (504) 678-2655
DSN: 678-2655

The command's telephones are for official calls only. If making an official government call is necessary, DSN phones are located in the student lounge. Long distance calls must be coordinated with the Administrative Department. Unofficial calls will be made on the pay telephone on the first deck, telephones located throughout the Naval Support Activity (NAVSUPPACT) or the BOQ/BEQ.

COMMUNICATION WITH THE COMMANDING OFFICER

The right of any person in the Naval service to communicate with the Commanding Officer at a proper time is not to be denied or restricted. Requests to meet with the CO or XO will be submitted through the chain of command. Instructors will screen all requests.

ATTENDANCE

Command policy requires students be in the classroom at 0745 or as directed by the Lead Instructor. School hours are 0800 to 1600, but may vary according to course schedules. It is essential you attend all lessons and participate in all workshops and practical exercises. Any absence from class which results in missing substantial portions of the lesson matter and becomes difficult to makeup could result in your dismissal. **REPEAT ABSENCES, FOR ANY REASON, WILL RESULT IN TERMINATION FROM THE COURSE AND DISMISSAL FROM THE SCHOOL.**

CLASS LEADER

The Lead Instructor will appoint a student, normally the senior student, to assume the responsibilities and position of class leader. In the absence of the classroom instructor, the class leader will be in charge of the classroom and all assigned students. The duties and responsibilities of the class leader are explained in the class leader's folder.

MAIL AND MESSAGES

Your address while assigned to NAVRESPRODEVCCEN is:

(Your rate/full name)
Naval Reserve Professional Development Center
Naval Support Activity, Bldg. 59
2300 General Meyer Avenue
New Orleans, LA 70142-5007

Incoming personal mail will be distributed by your instructor. Outgoing mail may be taken to the mail box, located in front of the main Navy Exchange building.

COFFEE MESS

The command maintains a coffee mess for student use. Each classroom is furnished with mess equipment and the necessary condiments. The class leader is responsible for collection of dues, efficient operation and cleanliness of the classroom mess. Charge is \$4.00 per week.

HEADS

In Building 59, the women's head is located on the first deck at the end of the passageway. The men's head is on the second deck at the end of the passageway.

CLASSROOM POLICIES

The command expects each student to maintain their desk area in a presentable manner at all times. After the daily dismissal of class, each student is required to:

- Clean desk area
- Place all trash in the trash receptacles
- Position all chairs neatly under desks
- Close windows

Coffee and soft drink consumption are allowed during lessons if using a spill proof cup.

SMOKING IN THE BUILDING IS NOT PERMITTED, PER DOD REGULATIONS. A smoking area is located next to trailer T-3. This area is considered a space where wearing of covers is required and all military courtesies will be rendered smartly.

COMPUTER SYSTEMS

The computer systems in the classroom are for training purposes only. No shareware, unlicensed software or individual programming is allowed on these computers.

EMERGENCY EXITS

If a fire alarm sounds, VACATE the building IMMEDIATELY according to the fire escape route posted in your classroom. Do not close the windows, secure the lights or take any other action. **EXIT THE BUILDING IN AN ORDERLY AND RAPID MANNER.** Muster with your class leader and instructors in the parking lot directly behind building 59.

SAFETY

Computer systems present both trip hazards and possible electrical hazards. Use care when moving about the classroom. If you suspect any type of safety hazard, contact the class leader or lead instructor immediately.

STUDENT PARKING

Student auto parking is provided immediately behind Building 59 or across the street from Building 58 (NCIS). **PARK ONLY IN THOSE SPACES. DO NOT** park in the Commissary parking lot next to Building 59. Base security personnel will ticket any vehicle found in any "RESERVED" space or otherwise improperly parked.

SEXUAL HARASSMENT/FRATERNIZATION

The Navy policy on sexual harassment and fraternization is **ZERO TOLERANCE**. This command fully enforces this policy.

If you believe you are a victim of or witness to an act of sexual harassment, **REPORT IT!**

TELL YOUR INSTRUCTOR
TELL THE DEPARTMENT HEAD
TELL THE SEXUAL HARASSMENT ADVISOR - MRCS RUMMEL
TELL THE COMMAND MASTER CHIEF

Fraternization is defined as:

Any personal relationship, which is unduly familiar, between assigned staff and student personnel, despite any previous friendship, which does not recognize the instructor-student relationship or differences in rank and grade, while in a working/instructional environment.

The school recognizes sexual harassment and fraternization are counterproductive, demeaning and unprofessional. Therefore,

sexual harassment/fraternization in any form will not be tolerated.

MILITARY APPEARANCE AND GROOMING

Besides being the finest school in the Navy, the Naval Reserve Professional Development Center also has the reputation for setting the finest example of a smart, well-run military organization. A large part of this is the enforcement of prescribed uniform and grooming regulations. The following excerpts are from U.S. Navy Uniform Regulations and are provided for your review and compliance. Pride in our uniform and in our Navy requires this of each of us.

1. United States Navy personnel must set and maintain the highest possible standards of smartness in uniform appearance.
2. Uniforms will be kept scrupulously clean.
3. No articles, such as pencils, pens, watch chains, key chain fobs, pins, jewelry, handkerchiefs, combs, large wallets, cigars, cigarettes, pipes or similar items WILL BE EXPOSED UPON THE UNIFORM. Tie clasps, cuff links, shirt studs and earrings will be worn as prescribed in U.S. Navy Uniform Regulations. Conservative sunglasses are permitted, unless in military formations. Prescription glasses - no eccentric or faddish glasses or chain attachments are permitted.
4. Appropriate undergarments, including support garments by women, will be worn to preserve the dignity and appearance of the uniform.
5. No eccentricities or faddishness of dress, jewelry or grooming will be permitted.
6. Public showing of affection (hand holding or embracing), placing hands in pockets, eating and/or drinking beverages or smoking while in uniform as pedestrians detract from military smartness and is considered inappropriate.

SECTION II. NAVAL SUPPORT ACTIVITY (NAVSUPPACT) NEW ORLEANS

BERTHING

The NAVSUPPACT BOQ is located in Building 700, while the BEQ for students is in Building 705. The BOQ/BEQ enforces a rigid standard of cleanliness and maintenance, and personnel assigned to these spaces will ensure they are in compliance. Report all maintenance problems to the front desk Duty Petty Officer.

Maid service is mandatory for all personnel at a cost of \$6.00 per room per day per. The BOQ/BEQ accepts cash, checks, VISA, MASTERCARD, money orders or the American Express Card as payment. The regular room rate per day is \$10(\$2.50 guest), and \$20(\$5.50 guest) for the VIP suite.

MESSING

The NAVSUPPACT messing facility is available for all students. The dinning facility is located in Building 707, three blocks from school.

<u>Per Diem Meal Cost</u>	<u>Monday-Friday</u>	<u>Sat/Sun/Holiday</u>
Breakfast (\$1.50)	0530 - 0715	0730 - 0900
Lunch (\$3.00)	1100 - 1245	(Sunday Brunch) 1100 - 1230
Dinner (\$3.00)	1700 - 1800	1700 - 1800

LODGING/ADVANCES

Due to the limited barracks availability, students should report with the government travel card or enough funds to live off of the local economy for the duration of the course attending. Keep in mind that hotel rates and availabilities vary, depending on festivals and conventions. PERSUPDET New Orleans will process requests for advance pay or lodging for personnel on temporary duty on a case by case basis.

MEDICAL/DENTAL SICK CALL

The Naval Ambulatory Care Clinic located in the F. Edward Hebert hospital complex. Appointments must be made prior to receiving care at the clinic. Appointments can be made at 1-800-700-8603, 0600-1800, Monday through Friday.

Sudden illnesses will be treated during normal working hours without an appointment. Emergency medical and after-hours care is NOT available at the clinic. If you require emergency medical care, on base, dial 911. All weekend and after hours urgent care conditions (e.g. earaches, sprains, strains, etc.) must be referred to the Medical Clinic at NAS JRB Belle Chasse. Their duty phone number is (504) 678-3660. Legitimate emergencies may be referred to a civilian emergency room. Emergencies include conditions that may result in loss of life, limb, sight, chest pain, etc.

You may obtain emergency care at Meadowcrest Hospital. The emergency room number is (504) 391-5454, located at 2500 Belle Chasse Hwy in Gretna

WEATHER FLAGS

If you are not acclimated to the hot, muggy climate of New Orleans, you are advised to restrict your outdoor physical activity. Weather flags are posted outside the base gym (across from the BEQ) to warn you of the severity of weather.

Flags are:

- Green - Unrestricted physical activity may be carried out
- Yellow - Physical activity should be limited to those people who have been exercising in similar heat/humidity for a minimum of 21 days or more
- Red - Physical activity is advised only for persons who have been exercising in similar heat/humidity for a minimum of 12 weeks
- Black - Vigorous outdoor exercise, regardless of conditioning or heat acclimation, is not advisable

VEHICLES

1. DOD vehicle stickers issued by other commands are honored on base.

2. Temporary base passes are available at the Security Office, Main Gate. The NAVSUPACT requires a current driver's license, vehicle registration and proof of insurance.

3. Passing of motor vehicles or marching units on base is **NOT PERMITTED**.

4. Speed limits are strictly enforced. The maximum limit is **25 MPH**. Some areas are lower and are so posted.

CASHING OF PERSONAL AND MILITARY CHECKS

The only facility for cashing checks is the main Navy Exchange (Bldg. 4). Check cashing hours are from 1000 - 1400. Local commercial establishments will not normally cash personal or military pay checks of transient military personnel.

NAVSUPPACT Navy Exchange Check-Cashing Policy

Personal checks	- Maximum daily amounts - \$100.00
Military pay checks	- Unlimited amounts on military pay days and graduation day of school, subject to availability of funds.

TO CASH A CHECK AT THE NAVY EXCHANGE YOU MUST HAVE A VALID ID CARD AND A COPY OF YOUR "AT" ORDERS IF YOU ARE ON "AT." Two-party checks cannot be cashed. First NBC Bank and Navy Federal Credit Union ATM Machines are on base which can be used to withdraw money.

COMMISSARY

To gain admission to the Commissary, personnel on Annual Training (AT)/Active Duty Training (ADT) will be required to show a copy of their orders. They will also require that the member present a valid military ID Card. Family members will be required to show a copy of the service member's AT/ADT orders (properly annotated on the back by members parent command). Besides the military orders, family members will be required to present a valid form of photo ID. Current hours of operation can be obtained by calling 678-2182.

INFORMATION, TICKETS & TOURS (ITT)

Morale, Welfare and Recreation, through the ITT office, offers many area tours and shuttle van services. Contact them at 678-2208. They are located across from the Navy Exchange.

SECTION III. TRANSPORTATION TIPS

NAVSUPPACT is located in an area which is not considered safe to travel by foot and alone, both day and night. Use extreme caution when planning your route to any off-base activity. **IT IS HIGHLY RECOMMENDED TO TRAVEL IN GROUPS.**

BUSES

ALGIERS LOCAL will take you to the Canal Street Ferry.

WHITNEY AVENUE will take you across the river to Loyola Avenue, which is just a few blocks from the French Quarter.

Buses stop just outside the NAVSUPPACT main gate at approximately half hour intervals. The fare is \$1.00 and transfers are .10 cents.

For additional information, contact the New Orleans Regional Transit Authority at 242-2600.

TAXICABS

ALGIERS CAB COMPANY	367-5061
WESTBANK MARRERO CAB	368-3300
VETERAN'S CAB COMPANY	367-6767

RENTAL CARS

BUDGET
OAKWOOD SHOPPING CENTER
197 WESTBANK EXPRESSWAY
467-2277
HERTZ
901 CONVENTION CENTER BLVD.
568-1645
AVIS
2024 CANAL STREET
523-4317
ENTERPRISE
928 WESTBANK EXPWY
366-9400
NATIONAL
324 S. RAMPART
525-0416

SECTION IV. NUMBERS/HOURS

EXCHANGE RETAIL STORE BLDG.#4 678-2770

MON - FRI	1000-1800
SAT	0900-1800
SUN	1130-1700

MINI-MART & BLDG. #716 PACKAGE STORE 678-2749 SUN - SAT 0900-1900

SERVICE STATION BLDG. #80 678-2747

MON - SAT	0800-1800
SUN	1130-1700

BARBER SHOP BLDG. #4 678-2751 MON 0800-1400 TUE - SAT 0800-1700 SUN CLOSED

BEAUTY SHOP BLDG. #4 678-2759 TUES, WED & FRI 0900-1700 THURS 0900-1800 SAT 0800-1600 SUN & MON CLOSED

OPTICAL SHOP BLDG. #MOD 1 678-2754

TUES - FRI	1000-1700
SAT	0900-1400
SUN & MON	CLOSED

(CLOSED DAILY 1300-1400)

MCDONALDS BLDG. #4 368-6237 MON-SAT 0700-1800 SUN 1100-1700

NAVY LODGE BLDG. #702 366-3266 OPEN EVERY DAY 0700-2000 22 ROOMS (*DAILY RATE \$45) *SUBJECT TO CHANGE

RECREATION ADMINISTRATION BLDG. #128 678-2268/9 MON - FRI 0700-1630 SAT - SUN CLOSED

ARTS AND CRAFTS CENTER BLDG. #720 678-2207 TUES & THURS 1400-2100 SAT 1000-1500 WED & FRI 1000-1700 SUN AND MON CLOSED

AUTO HOBBY & OUTDOOR RECREATION BLDG. #273 678-2205 TUES - FRI 1200-1930 SAT 0900-1630 SUN & MON CLOSED

BOWLING CENTER BLDG. #722 678-2204 MON - FRI 1100-2200 SAT 1400-2200 SUN 1500-2000

INFORMATION, TICKETS & TOURS (ITT) BLDG. #MOD 1 678-2208 TUES - FRI 1000-1700 SAT 0900-1400 SUN, MON & HOLIDAYS CLOSED (Closed Daily 1300 - 1400)

FLOWER SHOP BLDG.#4 678-2755

MON - SAT	1000-1800
SUN	1130-1700

FAIRWINDS CLUB BLDG. #700

	<u>678-2218</u>
TUES - THU BAR	1500-2300
FRI BAR	1400-2400
SAT BAR	1800-2400
MON - FRI GALLEY	1100-1330
TUE & THU BINGO	1200-1230
SUN & MON	CLOSED

COMMISSARY BLDG. #709 678-2182

TUE	0900-1800
WED & FRI	1000-1800
THU	1000-1900
SAT	0900-1700
SUN, MON & HOLIDAYS	CLOSED

GYM BLDG. #9 678-2527

MON - FRI	0530-2000
SAT	0800-1800
SUN	0800-1700
HOLIDAYS	0530-1330

BASE CHAPEL BLDG. #725

SERVICES 678-2244

CATHOLIC SUN MASS	0930
CATHOLIC DAILY MASS	1130
(TUES, THU, FRI)	
PROTESTANT SUNDAY SCHOOL	0945
SUNDAY WORSHIP	1100

TAILOR SHOP BLDG. #4 678-2774

TUES - FRI	1000-1700
SAT	0900-1700
SUN & MON	CLOSED

NOPE CREDIT UNION

<u>BLDG. #603-1A</u>	<u>949-4757</u>
-----------------------------	------------------------

EAST BANK	
MON - FRI	1030-1300
SAT - SUN	CLOSED

SWIMMING POOL BLDG. #333

(SUMMER ONLY) 678-2654

ADULT FITNESS SWIM	
MON - FRI	1100-1250

OPEN SWIM	
MON - FRI	1300-2000
SAT & SUN	1300-1800

LIBRARY BLDG. #24 678-2210

MON, WED & THUR	1500-1900
TUE & FRI	1030-1900
SAT, SUN & HOLIDAYS	CLOSED

UNIFORM CENTER BLDG. #4

678-2780

MON - FRI	1000-1700
SAT	0900-1700
SUN	CLOSED

* OUTDOOR RECREATION AREAS,
PICNIC AREAS, TENNIS COURTS,
VOLLEYBALL, OUTDOOR BASKETBALL
COURTS, SOFTBALL DIAMONDS,
RACQUETBALL COURTS, PLEASE
CALL THE ITT OFFICE AT 678-
2208 FOR INFORMATION AND
RESERVATIONS.